



## Recreation & Senior Services Department

3300 Newport Blvd

Newport Beach, CA. 92658-8915

Phone: (949) 644-3151 — FAX: (949) 644-3155

RS Staff Verification \_\_\_\_\_

### MARIAN BERGESON AQUATIC CENTER FACILITY USE/RENTAL APPLICATION

The City Council, Parks, Beaches & Recreation Commission and Recreation & Senior Services Department issue this reservation contract in accordance with the policies as established. Please add any necessary additional information. ALL reservation forms must be signed and returned along with fees and deposits before consideration of use approval. SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL. YOUR COPY WILL BE RETURNED TO YOU AFTER APPROVAL OR DENIAL. Reservations require at least five (5) working days to process. Full payment of rental fees is due at least fourteen (14) regular City business days prior to event date. Applicants must be at least 25 years of age.

Title of Event \_\_\_\_\_ Date Submitted \_\_\_\_\_

Organization \_\_\_\_\_ Contact Representative \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ / \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Date Requested (list each date – use separate page if more space needed)	Day of Week (M-Su)	Rental Times w/ Setup and Tear Down	Event Start Time	Event End Time	Estimated Participants	Estimated Spectators	Amplified Sound?*

- Will facility be used to raise money/funds\*? **Yes / No** If Yes, what will the proceeds be used for?  
\_\_\_\_\_
- Will there be food concessions\*? **Yes / No** If Yes, list concessionaire: \_\_\_\_\_
- Will vendors be present\*? **Yes / No** If Yes, list vendor(s): \_\_\_\_\_
- Certificate of Liability Insurance with a minimum of \$1,000,000 is required with application listing the City of Newport Beach and Newport Mesa Unified School District as additional insured and provide a Letter of Endorsement with said coverage. Event insured by: \_\_\_\_\_

**\*The use of amplified sound, fundraising, concessions or special parking arrangements requires a CITY SPECIAL EVENTS PERMIT.**

By submitting this form, I, the applicant, on behalf of the above-named organization, do hereby agree to defend, indemnify and hold harmless the City of Newport Beach and the Newport Mesa Unified School District, and their boards and commissions, officers, agents or employees from any and all claims, losses, injury, death, damages, liabilities, actions, costs and expenses whatsoever resulting from or in any way arising out of the use of facility or equipment. Said organization accepts all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility. On behalf of the above-named organization, I do hereby agree to follow, abide by and enforce the Rules & Regulations, Participant Code of Conduct, and Policies governing the facility as set forth by the City Council, the Parks, Beaches & Recreation Commission, and the Recreation & Senior Services Department. **In the event of facility rental cancellation, a full refund of security deposit will be given. All cancellation requests must be submitted in writing. The following cancellation charges will be assessed:**

Number of regular City business days' notice	Cancellation charge
30 or more	0
14 to 29	\$250
4 to 13	50%
3 or fewer	100%

**I, the applicant, have read the above statements and the applicable Rules & Regulations, Code of Conduct and City policies and understand them fully. I represent that I am authorized by the above-named organization to enter into this agreement.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Total rental fees \$ \_\_\_\_\_ Deposit: Date: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

CC # \_\_\_\_\_ Exp date: \_\_\_\_\_

Equipment fees deposit \$ \_\_\_\_\_ Date: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Insurance/Endorsements submitted: \_\_\_\_\_ SEP? \_\_\_\_\_

Notify Eastbluff HOA: \_\_\_\_\_ Notify Police: \_\_\_\_\_

Comments: \_\_\_\_\_

